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## Auburn University Job Description

Job Title: **Sr Assoc VP, Development**

Job Family: No Family

Job Code: **OA26**

Grade UA09 \$64,700 - \$116,500

FLSA status: Exempt

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### Job Summary

Assists in the overall direction of Auburn University's development programs and directs and leads various development sub-functions.

### Essential Functions

1. Serves on the Development Executive Leadership Team with responsibility for participating in the overall strategy development and leadership of the Office of Development.
2. Develops and coordinates solicitation strategies for key leadership groups as part of the comprehensive campaign.
3. Leads the cultivation, solicitation, and stewardship of selected major donors/prospects.
4. Develops, directs, and ensures the satisfactory, ongoing progress of the campaign plan.
5. Directs and manages the functions and personnel of assigned areas which may include, but are not limited to, the Campaign Office, Development and Campaign Communications and Marketing, Donor Relations, and the Office of Regional and Individual Giving.
6. Provides oversight and budget management for the campaign budget, as well as prepares and monitors the annual operating budget for assigned units.
7. Participates in Office of Development and Auburn University meetings and functions aimed at benefiting and promoting the university as a whole.
8. Serves as an officer of the AU Foundation, and acts on behalf of the Foundation President when necessary; serves as second-in-command of the Office of Development and acts on behalf of the Vice President for Development when necessary.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u>   |
|--------------------------|--------------------------|--|
| <b>Education</b>         | Four-year college degree | Degree in Business Administration, Marketing, Communications, Public Relations, Liberal Arts, or related field |
| <b>Experience (yrs.)</b> | 10                       | Experience in directing fundraising programs and experience working with foundations and boards                |

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, accounting and budgeting principles and practices, and effective leadership practices

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/18/2014

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